



Career Opportunity Bulletin

CLERK IV

Code: 000400

Pay Grade: 18 (\$14.77 – 19.67/hr.)*

Open for Recruitment: July 1, 2013 - *Until Canceled*

JOB DESCRIPTION

This position interprets policies and establishes, implements, and adapts methods and procedures to meet work objectives following generally accepted practices, standards, policies, and guidelines. As a Clerk IV your work requires knowledge of a variety of specialized office support equipment and its selection, use, capabilities, and scheduling.

Typical Duties

- Plans and organizes unit work, and delegating and distributing assignments.
- Monitors, examines, and reviews forms, documents, records, and files for completeness and accuracy.
- Establishes, modifies, and explains work methods, procedures, and office record and filing systems.
- Prepares and maintains work activity reports.
- Reviews, oversees, and monitors the maintenance of diverse and complex records.
- Oversees the purchasing of books, supplies, equipment, and services.
- Organizes materials, and sets up formats and layouts of documents.
- Interviews, selects, trains, and evaluates staff; adjusts employee complaints.

MINIMUM REQUIREMENTS

In order to qualify, you must have six (6) years of responsible clerical experience to include two (2) years performing supervision or performing highly independent clerical work.

- Public Service
- Career Diversity
- Over 10,000 Employees
- Statewide Locations
- Benefits
- Retirement
- Paid Holidays
- Training
- Career Path
- Promotional Opportunities
- Part Time
- Full Time
- Seasonal Jobs

HOW TO APPLY

Clicking on the **APPLY NOW** link next to the job title on the Open Competitive Listing will bring you to the online application process.

ADDITIONAL INFORMATION

Your application evaluation results will be emailed to the address you use to login to your online account.

Qualified applicants will be placed on an Employment Register for this classification.

The Bureau of Human Resources reserves the right to use any scoring methods necessary to identify the most qualified candidates.

**Pay includes 1% Market Pay Adjustment*

Value of State-paid Dental Insurance: \$13.13 biweekly

Value* of State-paid Health Insurance:

- Level 1: 100% State Contribution (employee pays nothing): \$363.77 biweekly
- Level 2: 95% State Contribution (employee pays 5%): \$345.58 biweekly
- Level 3: 90% State Contribution (employee pays 10%): \$327.39 biweekly
- Level 4: 85% State Contribution (employee pays 15%): \$309.20 biweekly

**The level of the actual value of state paid Health Insurance will be based on the employee's wage rate and status with regard to the health credit premium program as of July 1, 2013.*

Value of State's share of Employee's Retirement: 17.07% of pay.

Maine State Government is an Equal Opportunity/Affirmative Action Employer